



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,348 – \$2,855

EXECUTIVE OFFICE

SAN FRANCISCO

The Department of Insurance is seeking an experienced employee to serve as receptionist in the San Francisco Executive Office.

RESPONSIBILITIES:

The Office Technician will serve as receptionist and provide technical and clerical support to the Legal Division. Duties include: independently composing, editing and typing letters, reports and documents; greeting visitors and directing to appropriate staff; answering and screening incoming telephone calls; referring calls to staff accordingly; assisting in the scheduling and preparation of meetings, including gathering and organizing meeting materials; responsible for monitoring, recording, and reviewing the staff attendance records for accuracy; maintaining office supply inventory database and filing systems; updating office procedure manual and staff rosters as necessary; and other administrative/secretarial related duties.

DESIRABLE QUALIFICATIONS:

The successful candidate must have excellent interpersonal, organizational, and communication skills; computer knowledge and experience (Microsoft Word, Access and Excel). A demonstrated ability to exercise tact, diplomacy and good judgment at all times; ability to handle and answer sensitive questions from consumers, government officials, insurance company executives, departmental employees, and staff. Ability to maintain a courteous and professional demeanor at all times. Handle multiple assignments efficiently and in a timely manner is strongly desired.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christen Ko, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. *Please indicate "OT #239-1139-002" on the State application.* For additional information, please call (916) 492-3411.

FINAL FILING DATE: **April 23, 2001 or Until Filled**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SP 04/12/01